

## ADRE Summer Workgroups 2007 - Recommendations

The following is a list of recommendations by the ADRE Summer Workgroups. The Department will not act on all of the recommendations, however, there are some that the Department may pursue via statutory change. The Department will host meetings this fall with major groups in Arizona representing the Public and the Industry to craft legislation. Questions and comments may be directed to Tory Anderson at [tanderson@azre.gov](mailto:tanderson@azre.gov).

Committee	Recommendation
Education	Establish a review committee of volunteers who, as they attend classes, will: Compare class outline with ADRE approved outline and monitor how classes are conducted (i.e. full attendance compliance, was the entire class taught, etc.)
Education	Instructors to be randomly reviewed annually by an ADRE approved volunteer group from AAR and local association education committees
Education	Implement an on-line system for student reviews of courses, instructors, and schools
Education	Make course evaluation forms mandatory; to be kept by schools and sent to ADRE upon request
Education	No waivers on out-of-state CE with the exclusion of NAR-sanctioned designation courses. Add an additional 18 class hours in the licensee's specific area of expertise, or an area the licensee wishes to practice in.
Education	New licensees should be given a six-month provisional license

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Committee	Recommendation
Education	During the first six months the new licensee should be required to take 72 hours of post-license training (PLT) and if the PLT is not completed in time the license is suspended until it is completed.
Education	Revise the ADRE computer software so licensees can upload courses to the site as they attend them.
Education	Mandate each licensee to obtain a minimum of 12 CE credit units each year, with 9 from the mandatory list and 3 from the general category.
Education	New licensees would be exempt for two years if they complete the required 72 hours of PLT.
Education	Make pre-license training more comprehensive and practical. More emphasis on contract writing, legal issues and other application-based issues.
Education	Increase the contract writing class to 12 hours with emphasis on writing at least two contracts followed by a class discussion about them and what the contracts mean to the clients afterward.

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Committee	Recommendation
Education	Revise the class structure and re-train the trainers to include more interactive teaching methods such as group discussions and problem solving followed by reporting to the class.
Education	Require attendance at a "train the trainer" Instructor Development Workshop (IDW) that focuses on presentation skills prior to initial and each renewal period.
Education	Require each instructor or applicant to submit a video of him or herself as part of the application or reapplication process.
Education	Require instructor applicants to attend a class taught by another instructor and submit proof of the same with their ED 101 application.
Education	Design a "presentation skills" course for all license training schools to present to their instructors. Outline and post it on ADRE website for schools to download.
Education	Students should be required to turn in an ADRE-approved evaluation form prior to receiving their CE certificates.

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Committee	Recommendation
Education	Each school, or instructor, should be required to submit samplings of evaluation forms for each course to a review committee comprised of qualified volunteers from the state and local real estate associations.
Education	Each instructor should receive a 90% rating to not be placed on probation. 2 <sup>nd</sup> low rating would call for notification that a 3 <sup>rd</sup> low score would result in decertification.
Education	Make "Field-specific" post-licensing and on-going CE courses available in all specialty areas that would lead to a field-specific professional designation or certification.
Education	Make better use of the ADRE, state, and local websites via a hyperlink to educate the public about the benefits of working with a licensee who is certified in their geographic area or the type of real estate they wish to buy or sell.
Education	Change the makeup of the broker exam and put more broker-oriented questions on it.
Education	Increase the passing percentage from 70 to 80 for the salesperson's exam and from 75 to 85 for the broker exam.

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Committee	Recommendation
Education	Take several issues from the broker audit course and duplicate them on the broker exam while deleting some of the more mundane issues already clearly covered in the sales associate exam.
Education	Require a high-school diploma or GED equivalent to become a broker.
Education	By 2010, require at least five college-level real estate courses to become a broker.
Licensing	Mandatory E&O Insurance for all companies and brokers
Licensing	Extra education to become a DB (what they need to know to supervise – suggestion is 24 hour brokerage administrative course in addition to broker management clinic)
Licensing	Clarify that business brokers should be licensed, but no special license required – definition that expands business brokers to include business opportunities

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Committee	Recommendation
Licensing	More publicity on Mexico real estate laws & get more information to Public and licensees about real estate in Mexico (more than just the publication)
Licensing	License will not be issued until criminal background check is received by Department
Licensing	Exemptions – A.R.S. §32-2121 A(1) and A(17) conflict and are confusing. Recommend to sit down with AG and AAR to clarify this statute.
Licensing	Create a way for a licensee to administratively surrender their license (follow CA)
Licensing	Trade names and company names – more communication with SOS to determine if name has been used.
Development	Convert the ADRE's Public Report application process from an examination process to a registration process.

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Committee	Recommendation
Development	Establish a registration process that will authorize binding sales with the use of a Preliminary Public Report.
Development	Eliminate the Unsubdivided Land category of land developments and work into the Subdivision Law provisions that distinguish between small lot subdivisions and large lot subdivisions.
Development	Establish one definition of subdivision in Arizona law. Cities use a definition in Title 9 and the ADRE and counties use a definition in Title 32.
Development	Modify existing statutory exemptions located in Subdivision law and draft more exemptions.
Public Report	Install CDRWs
Public Report	Develop software to support electronic filings

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Committee	Recommendation
Public Report	Simplify the application by separating the application from the questionnaire and disclosures
Public Report	Using the questionnaire only as a worksheet to assist the subdivider in preparing the Public Report
Public Report	Restructure the Public Report to make the minimum distance of disclosure 1 mile of adjacent lands; other statutes still apply.
Public Report	Take away timeframes; use the expedited registration for all Public Report Submissions
Public Report	Implement a "Pre-Qualified Approval" for certain builder/developer/title companies and individual properties
Public Report	Educate the industry on the importance of reading the Public Report before the consumer signs a contract



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Committee	Recommendation
Public Report	Create a mentoring program to assist small developers in packaging their Public Report submission properly
Public Report	ADRE to not hold up issuance of the Public Report for another State Agencies' requirements
Lifetime License	Require a high school diploma or GED to obtain a real estate license
Lifetime License	Increase pre-licensure hours for both salespersons and brokers
Lifetime License	Pre-licensing education needs to include more practical knowledge and less teaching to pass an exam
Lifetime License	Broker curriculum to contain "broker" issues, including business content

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Committee	Recommendation
Lifetime License	Establish an apprenticeship program
Lifetime License	Post-licensure – require 15 hours of CE every year
Lifetime License	Annually Commissioner determines timely topic for additional 3 hours
Lifetime License	Give agents and brokers an incentive to do CE annually and post online
Lifetime License	Add more specialty education in areas like property management
Lifetime License	Licensee profile on ADRE website with CE, designations

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Committee	Recommendation
Lifetime License	Limit the number of hours that can be taken in a day to 6 maximum credit hours per 24-hour period.
Lifetime License	Add business courses to broker license class
Lifetime License	Limit the number of agents a broker can supervise